



Archaeological Studies Program

University of the Philippines Diliman

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MEMORANDUM NO. LAMN 2021-03

TO: ASSOCIATE PROFESSOR MICHAEL JAMES B. HERRERA, Ph.D.
MS. ANNA JANE CARLOS, URA 1
MS. ARA V. PADILLA, Junior Office Assistant
MS. MA. THERESA T. LUBANG, ASP Head Librarian

FROM: LEE ANTHONY M. NERI, Ph.D.
Acting Director

SUBJECT: Composition of ASP Health Liaison Officers or ASP HELO

DATE: 01 September 2021

In view of the Revised Guidelines for Responding to COVID-19 Cases Among Staff and Faculty for UP Diliman, you are hereby constituted as Members of the Archaeological Studies Program Health Liaison Officers or ASP HELO from April 1, 2020 to March 31, 2022.

As Members of the ASP HELO, you will:

- a. Ensure the compliance of ASP to the University's guidelines;
- b. Undertake a risk assessment of ASP;
- c. Send a daily report to the UPHS Public Health Unit (UPHS-PHU) regarding the number of suspected and positive COVID-19 cases, even zero number of cases.
- d. Assess the office's or unit's situation if a staff/faculty gets infected;
- e. Communicate directly with the UPHS-PHU regarding the situation of the patient and the office;
- f. Help plan and implement ASP's response to the situation based on the UPHS-PHU's assessment and suggestions; and
- g. Update the office or unit on their co-worker's situation and UPHS-PHU assessment

Dr. Herrera will act as Chair of the ASP HELO with the assistance of Ms. Padilla, Ms. Carlos, and Ms. Lubang as Members.

For your information and guidance.

Thank you.